



September 1, 2006

**DESIGN MEMORANDUM No. 06-08**  
**TECHNICAL ADVISORY**

**TO:** All Central Office and District Production Personnel

**FROM:** /s/ Anthony L. Uremovich  
Anthony L. Uremovich  
Design Resources Engineer  
Production Management Division

**SUBJECT:** Contract-Preparation Documents to  
Contract Administration Division

**REVISES:** *Indiana Design Manual* Section 14-1.02(03)

**EFFECTIVE:** January 10, 2007, Letting

The Contract-Preparation Documents to Contract Administration Division Office of Estimating memorandum should be completed by the project manager. The project manager should contact the appropriate district construction engineer for assistance in completion of the Contract Requirements Worksheet portion. Once completed, the entire memorandum should be transmitted to the Planning Division's Research and Documents Library Team with the final tracings submittal.

The ERMS I.D. required on the memorandum should preferably be the contract number. If the contract number is not yet assigned, the I.D. should be the Des number.

An editable version of the memorandum/worksheet may be found on the Department's website, at [www.in.gov/dot/div/contracts/design/dmforms/](http://www.in.gov/dot/div/contracts/design/dmforms/) as Summarization figure 14-1B0.

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